

# SALES DECLARATION USER GUIDE

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## 1. About Sales Declaration

Declaring your sales and paying premiums each month is one of your most important obligations as an Accounts Receivable Insurance policyholder. Under your policy, you are required to declare all sales for each sales declaration period as defined by your contract. To help you fulfill this obligation, Cofanet now provides a **Sales Declaration** interface that allows you to enter your sales declarations and submit them directly to Coface.

## 2. Receiving Sales Declaration Reminders

Cofanet provides multiple sales declaration reminders to keep you up to date on pending, due and past due sales declarations on your policy. Cofanet sends these reminders directly to your Cofanet **List of Messages** page and your **Info Trail** box on your Cofanet home page.

The sales declaration reminders will always be marked in the **List of messages** with a red exclamation mark . The sales declaration reminders in your **List of Messages** will always appear at the top of your unread messages list.

**Tip:** These messages will not be a part of your email portfolio updates that you currently receive in regards to credit limits and changes in **Debtor Risk Assessments** on your buyers.

Cofanet will generate reminders and notices based on the schedule below and your contract's defined sales declaration periods.

- 15 days **before** the end date of each declaration period, you will receive a Cofanet message communicating that the sales declaration period is now open to accept sales data.
- 8 days **before** the declaration due date with no sales declaration submission, you will receive a Cofanet message reminding you that the current declaration should be submitted soon.
- 5 days **after** the declaration due date with no sales declaration submission, you will receive a Cofanet message informing you the declaration due date has passed, and to submit the declaration as soon as possible.

### 3. The List of Declarations

If you have received one of the sales declaration reminders as illustrated in section 2, you have the ability to view and open the sales declaration in Cofanet using **The List of Declarations**. To access your list of sales declarations, select **Contract** in the Cofanet tool bar and click **Sales Declaration notification**.



The **Sales Declaration list** displays all Sales Declarations associated to your contract. This includes 'Initial' due sales declarations and 'Initial' submitted and saved sales declarations. The list also displays all amendments to previously submitted or saved sales declarations labelled as 'Additional'.

The **Sales Declaration List** is comprised of eight columns that help identify the pertinent information of each sales declaration. The columns are:

- **Reference** - The declaration reference is automatically generated by Cofanet. The reference number is comprised of your contract number (921100000001), the declaration period start and end date (yyyy\_mm\_dd\_yyyy\_mm\_dd) and a revision number (001).

An example of a initial sales declaration submission reference number with the declaration period ending 11/30/2014.

Example: 921100000001\_2014-11-01\_2014-11-30\_001

A submitted sales declaration can be amended by creating an "Additional" sales declaration for the same period. The "Additional" declaration will automatically be assigned the next chronological version number available associated to that declaration period on Save or Submit.

**Note:** You may save a single revision of a sales declaration multiple times before submitting your data.

Example of an amendment to the example reference above:  
921100000001\_2014-11-01\_2014-11-30\_002

- **Declaration period** – The start and end dates for the sales declaration
- **Version** – Either Initial or Additional

- **Declaration Type** – Per country by default
- **Status** – Either New, Saved, Submitted or Deleted
- **Update/submission Date** – The date the sales declaration was either saved or submitted.
- **Person declaring** – The individual who submitted the sales declaration data, typically your policy subscriber/Cofanet user.
- **Delete/Add** – Allows you to create an Additional declaration or delete a completed declaration that has been saved, but not yet submitted.

**Note:** If a saved declaration is deleted, it disappears from the **Sales Declaration List**, and the next additional declaration for the same period will have the same reference as the one that was deleted.



SALES DECLARATION						
Reference	Declaration period	Version	Declaration type	Status	Update/submission date	Person declaring
921100000001_2014-11-01_2014-11-30_001	2014/11/01-2014/11/30	Initial	Per country	Saved	11/24/2014	Mr. Coface 
921100000001_2014-08-01_2014-08-31_003	2014/08/01-2014/08/31	Additional	Per country	Submitted	10/02/2014	Mr. Coface
921100000001_2014-08-01_2014-08-31_002	2014/08/01-2014/08/31	Additional	Per country	Submitted	09/29/2014	Mr. Coface
921100000001_2014-09-01_2014-09-30_001	2014/09/01-2014/09/30	Initial	Per country	Submitted	10/09/2014	Mr. Coface
921100000001_2014-08-01_2014-08-31_001	2014/08/01-2014/08/31	Initial	Per country	Submitted	09/25/2014	Mr. Coface

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*Illustration 1: The Sales Declaration List*

## 4. Entering Sales Declarations

To begin a sales declaration submission, simply click the Sales Declaration reference number from the **Sales Declaration List** that you would like to work on.

You will now be on the **Create Sales Declaration** page and focused on the **Declaration Details** form. The **Declaration Detail** form allows you to enter information regarding the person whom is submitting the selected sales declaration. The form defaults to the current Cofanet contact information associated to the current logged in user id. The contact information may be modified if needed.

Contract>>Sales declaration>>Details

## Create Sales Declaration

DECLARATION DETAILS					
Reference	921100000001_2014-11-01_2014-11-30_001				
Contract number	921100000001	Company name	Coface North America		
Date	11/24/2014	Declaration period *:			
Type of declaration	Per country	From	11/01/2014	to	11/30/2014
Submitted by :					
Civility *	Mr.	Last name *	Coface		
First name *	Stephen	Email	stephen@coface.com		
Phone number					
<a href="#">Cancel</a> <a href="#">Next</a>					

*Illustration 2: Declaration Details*

Click **Next** to proceed.

You will now be on the **Sales by Country** form. This form allows you to submit the declaration period's sales by individual country. The **Covered Countries** list displays all countries that are covered in your policy listed in alphabetical order from A-Z.

SALES BY COUNTRY				
With discretionary amount : <input type="radio"/> YES <input checked="" type="radio"/> NO				
Covered countries :				
★ Argentina	Country	Currency	Amount	
★ Bolivia		CAD	100000.00	
★ Canada - Alberta		CAD	27000.00	
★ Canada - British Columbia		CAD	35000.00	
★ Canada - Manitoba		CAD	23079.00	
★ Canada - New Brunswick		CAD	800.25	
★ Canada - Newfoundland		CAD	100000.00	
★ Canada - Northwest Territories		CAD	39.00	
★ Canada - Nova Scotia		CAD	80000.00	
★ Canada - Nunavut		CAD	67.00	
★ Canada - Ontario		CAD	200.50	
★ Canada - Prince Edward Island		CAD	200000.00	
★ Canada - Quebec		CAD	78000.00	
★ Canada - Saskatchewan		CAD	110000.00	
★ Canada - Yukon Territory		CAD	1.37	
★ Abu-Dhabi		CAD	0.00	
★ Ajman		CAD	0.00	
★ Algeria		CAD	0.00	
★ Andorra		CAD	0.00	
★ Antigua and Barbuda		CAD	0.00	

*Illustration 3: Sales by Country List with favorites and sales amounts.*

Cofanet displays each available country in a row with the following columns:

- Country
- Currency
- Amount
- Discretionary Amount (if activated)

**Note:** As a default, the **With discretionary amount** selection is **No**.

To enter a sales amount for a country, locate the country's row in the country list and enter the **Amount**.

**Note:** When entering in sales amounts, do not use the comma (,) this will create an error.

Cofanet provides the ability to bookmark or favorite a list of countries that you currently have listed in your buyer portfolio. This eliminates searching through multiple pages of countries and allows for quicker entry of the sales per covered country.

To select a country as a favorite, locate the country in the **Covered Countries** list and click the star located in the first left hand column.

 bookmarked

 not bookmarked

Favorite countries are saved and are available for all sales declarations for the given contract, whether its status is saved, submitted, sent or partially sent.

When a country has been selected as a favorite, it will appear at the top of the list in alphabetical order. The other countries will be listed below in alphabetical order.

The favorites list will only be sorted after having saved the sales declaration.

Please note that you have the ability to save the sales declaration and return to add further sales information at a later date.

Cofanet also provides you the ability to submit sales declarations on countries that are not currently covered by your policy. To enter sales on a non-covered country, select the country from the **Additional Countries** drop down list and click **Add**.

Additional countries: AFG - Afghanistan				
Country	currency	Amount	discretionary Amount	Total Amount
Haiti	CAD	3500.00	0.00	3,500.00 
SUBTOTAL	CAD	3,500.00	0.00	3,500.00

*Illustration 3: Additional countries*

The country will now appear below with the ability to submit a sales declaration. Enter the sales amount.

Repeat the above process to add further uncovered countries to your sales declaration.

Once you have declared sales for each country represented in your portfolio, you may either **Save** the sales declaration so that you may modify it at a later date before submitting, or you may click **Next** to start the Submission process.

## 5. Submitting Your Sales Declarations

If you are finished entering your sales declarations for each country that you have buyers and the totals for covered countries, additional countries and the grand total are correct, you can proceed to submit your sales declarations.

The submission of Sales Declarations requires two criteria to exist.

- The expiration of the affected contract period
- The acceptance of the **Declaration Signature**

Cofanet does not provide the submit function for sales declarations until the affected period expires. Once the expiration date matches the current date, the sales declaration may be submitted. Before the submission can be selected, you must accept the Declaration Signature by clicking the **Accept the accuracy of the declaration** checkbox.

Declaration Signature:

*In application of the terms and conditions of your contract, you hereby certify that this Turnover Declaration is exact, true and complete and that the amounts declared represent*

*the entirety of the turnover you made within the scope of this contract during the last reporting period. We also remind you that, as per the "Right of discovery" article of your contract, our company is entitled to make any check, including verifying whether you have made your declarations in a complete exact and truthful manner.*

Upon successful submission of the sales declaration, you will receive an email confirmation that summarizes the submission sent / received by Coface.

## 6. Additional Sales Declarations

Cofanet provides you the opportunity to amend submitted sales declarations. The amendments may be sales declared on a new country, an increase or decrease of previously submitted sales amounts or the deletion of a declared amount. The additional sales declaration feature requires two criteria in order to be available:

- The sales declaration has been previously submitted.
- The current date is 15 days or less past the initial sales declaration due date. Once the due date is more than 15 days past due, you are not allowed to submit any further additions to your sales declaration.

To create an **Additional Sales Declaration**, go to your **Sales Declaration List**.

SALES DECLARATION							
Reference	Declaration period	Version	Declaration type	Status	Update/submission date	Person declaring	
921100000001_2014-11-01_2014-11-30_001	2014/11/01-2014/11/30	Initial	Per country	Submitted	12/01/2014	Mr. Coface	

*Illustration 4: Sales Declaration List with Initial, Submitted sales declaration*

Locate the most current submitted (either initial or additional) sales declaration that you would like to amend. Click the  icon located on the right column of the **Sales Declaration List**.

**Note:** The sales declaration may have an unlimited number of additions.

The Create Sales Declaration page will open containing all of your previously submitted data. Click the pencil  icon in the **Sales by Country** section of the **Sales Declaration** page to modify sales amounts.

Once completed with the sales amendments, you will have the ability to either **Save** or **Submit**.